|  |
| --- |
| **Manage programs that promote personal effectiveness (BSBLED502A)** |

**Assessment 1:   Program Secondary Research** (Worth 30%)  
You are to identify issues relevant to a suitable Health and Welfare program in an organisation. Research and analyse Health and Welfare needs of individuals and groups. Identify business objectives and how they impact on best practice programs.

Include, information about past, present and future pressures on the individuals (and groups) at work, as well as current trends and best practice strategies.

Investigation of the perception/ position of an organisation as “an employer of choice” may also be carried out (particularly assessing trust, respect, credibility).

Then, organisational goals for a specific organisation are identified and potential strategies selected, which costs and benefits of each strategy identified. A proposed timeline is also identified.

**Due: Week 6**

**Assessment 2:**   **Primary research, report and implementation**(Worth50%)  
Utilising the information from assessment one, undertake a staff survey to identify staff concerns and interests and to test selected options.

During this stage of the process, you (the individual/group) will work closely with stakeholders to gather and analyse other relevant information.

When the data collection is complete, you are required to analyse and critique the researched literature/information (i.e. case examples, statistics, interviews, industry visits conducted), and recommend an appropriate program, including cost benefit analysis, in alignment with employees and organisational needs.

**Due:  Week 12**

**Assessment 3:  Monitor & Evaluate Program** (Worth 20%)  
Now that the plan has been recommended, you need to develop an implementation and evaluation strategy. Include the following:

* Strategies utilised for communication, presentation, and implementation;
* Report on outcomes of measurement criteria;
* include risk analysis, to ensure the success of the project;
* provide feedback,  and benefit to the organisation from the program;
* identify adjustments undertaken during monitoring
* Evaluate program and document changes for new program.

**Due: Week 17**

***Criteria for performance level grading***

The learner will receive a GRADED result for this subject.

To receive a PASS grade the learner must

* Undertake basic research techniques in which relevant research and specific strategies to ensure program meets organisational and individual needs
* knowledge of health, wellbeing, work skills issues overall and specific to an industry or requirements for the organisation.

To receive a CREDIT grade the learner must:

* meet all the criteria of a pass grade
* evidence of consultation with a range of stakeholders
* implementation of a feedback mechanism to support continuous improvement
* adopts a risk management approach
* develops detailed plans for monitoring and reporting on wellbeing issues
* presents a plan that demonstrates superior communication skills in composition and presentation
* have the capacity to justify and present HR/IR services, including appropriate referral to EAP/counselling services, in an empathetic manner.
* have the ability to act with integrity/respect and negotiate/communicate, coherently and articulately.

To receive a DISTINCTION grade the learner must:

* meet all the criteria of a credit grade
* development of strategic goals for managing workforce wellbeing and health
* delivers a high quality report identifying all of the relevant issues, exploring a range of options and makes sound recommendations
* promotes continuous improvement in the health and well being plan plan
* demonstrates originality, analytical thinking and creative exploration of diverse HR concepts
* develops a range of responses as part of a risk management approach
* develops a range of comprehensive plans that include rationale, objectives, strategies to meet
* develops detailed strategies for monitoring and evaluating the implementation of workforce planning
* Writes an evaluation report which provides detail of appropriate changes to the plan
* Develop strategic goals, and participate in continuous improvement of  programs and processes,
* Integrates future plans and programs with other HR/IR systems/services.
* Show flexibility, originality and creative exploration of diverse concepts, e.g. other methods of handling organisational/employee needs, work and life expectations.